

Descriptor Term:

GAEA

**TITLE IX/SECTION 504
AMERICANS WITH DISABILITIES ACT
PROCEDURES (EMPLOYEES AND SCHOOL VISITORS)**

ISSUE DATE: **4-10-95**

Any person who believes that he/she or any class of individuals have been subjected to discrimination as prohibited by Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, or Title IX (P.L. 92-318) may file a complaint pursuant to the procedures set forth below, on his/her own behalf, or on behalf of another person or on behalf of persons with disabilities as class. All persons are encouraged to file grievances to resolve any disputes arising under these laws. Filing a complaint will not subject the complainant to any form of adverse action, reprimand, retaliation or otherwise negative treatment by school district personnel.

1. Within 5 days of when a complainant knew or should have known of discriminatory conduct, a complaint shall be given in writing to the school principal or Section 504/ADA Coordinator/Title IX Coordinator. The complaint shall describe specifically the time, place, and nature of, and the participants in the alleged discriminatory acts. The Section 504/ADA Coordinator/Title IX Coordinator shall, within 5 days of receipt of the complaint, conduct or cause to be conducted a thorough investigation including questioning of all parties involved in the complaint. A written record shall be made of the statements by all parties involved. After the investigation is complete, the Section 504/ADA Coordinator/Title IX shall meet with the complaining party and give a full report of the findings.
2. If the grievance or complaint is not satisfactorily resolved at Step 1, the complainant shall have 5 days to appeal the Step 1 findings to the Superintendent. The complainant shall present his/her complaint in writing, describing the reasons for his/her dissatisfaction with the results of Step 1. The Superintendent or designee shall review all aspects of the complaint and complete an additional investigation if necessary. The Superintendent shall respond to the complainant in writing within 7 days of receipt of the written appeal.
3. If the complainant is not satisfied with the results of Step 2, the complaining party shall have 5 days from receipt of the Superintendent's decision to appeal the complaint to the school board. The appeal shall be in writing, describing the reasons for complainant's dissatisfaction with the results of Steps 1 and 2. The complainant shall have the opportunity to present an oral statement to the board at the next regular meeting or at a special meeting set by the Superintendent. The board's decision shall be rendered within 7 days of the grievant's hearing.